

**Waverly City Council
Special Session Meeting**
Wednesday, October 29, 2025
5:00 PM

**Waverly City Office
Council Chambers**
502 Atlantic Ave.
Waverly, Minnesota 55390

Ben Duske: Present
Connie Holmes: Present
Scott Jacobson: Present
Jim Kittock: Present
Jacob Koch: Present
Present: 5.

1. Call to Order

The Waverly Special Session meeting was called to order at 4:50 p.m. by Mayor Holmes.

2. Roll Call

Council Members Present: Mayor Connie Holmes, Jim Kittock, Scott Jacobson, Jacob Koch and Ben Duske.

Staff Present: City Administrator Carrie Krienke, Maintenance Supervisor Jason Karels, Accountant Cierra Nagovsky.

Others Present: Clint Winger and one other resident.

3. Agenda Approval

Mayor Holmes proposed moving Administrative item 6D to immediately after agenda approval.

A motion was m/s/p, Duske/Jacobson to approve agenda with said change. All present voted in favor.

3.1 Moved Item 6D: City Property Adjacent to 109 Atlantic Ave

City Administrator Carrie Krienke presented a request from the property owner of 109 Atlantic Avenue who wished to purchase the adjacent city property where well house 2 is located. The property owner Clint Winger indicated he wanted to use the land for parking and potentially build a 40x60 shop for storage.

Krienke explained that the first step would be determining if the land was dedicated to the city, as dedicated land cannot be sold according to the city attorney. Additionally, there were concerns about potential contamination near the well house from vehicle leakage.

Maintenance Supervisor Jason raised concerns about Department of Health requirements regarding proximity to the well house. Winger indicated he would construct a concrete building with a concrete floor to prevent contamination.

Mayor Holmes directed staff to research the property's dedication status through the county's Landshark system and to investigate state requirements regarding construction near wells. The

council agreed to table the matter pending this research and to communicate findings back to the property owner.

4. Water & Sewer Rates Discussion

Mayor Holmes explained that the Council needed to raise both water and sewer rates. The sewer rate increase is to begin funding the city's share of the Montrose water plant and connection costs. The water rate increase is to meet debt obligations for the water system on the lake, with principal payments now coming due.

Accountant Nagovsky presented information showing estimated revenues and expenditures for 2026, with water expenditures exceeding revenues by approximately \$94,000. She presented various scenarios for increasing rates.

Mayor Holmes noted that the city had not increased water rates since 2009. After extensive discussion about base rates versus usage rates, the council determined that a base rate increase would provide more stable revenue. They calculated that to address the shortfall, along with implementing a technology surcharge for smart meter upgrades that would allow residents to monitor their water usage online.

A motion was m/s/p, Duske/Kittock, to raise the water base rate from \$12.00 to \$13.50. All Present voted in favor. Motion carried 5/0.

A motion was m/s/p, Duske/Koch, to add a temporary tech surcharge of \$2.50 per month for four years to help fund water meter MXU's and system upgrades. Mayor Holmes amended the motion to specify it as a temporary four-year charge. All present voted in favor. Motion carried 5/0.

4.A. Assessment Delinquent % Discussion

City Administrator/Clerk Carrie Krienke reported on her findings from a Wright County administrator meeting regarding assessment rates for delinquent utility billing and invoicing. She noted that Waverly currently assesses 6% for unpaid utility bills that go to property taxes, while other cities charge significantly more:

- City of Dayton: 15% service fee plus 10% assessment (25% total)
- City of Rockford: 15%
- City of Annandale: 15%

Carrie suggested the Council consider raising the percentage and potentially changing the policy on water shutoffs. Currently, Waverly staff spend considerable time on late notices, door hangers, and shutting off/turning on water for non-payment. Many other cities don't disconnect water but instead assess higher penalties at year-end.

The Council agreed to discuss this further at the December workshop and requested Carrie gather examples of how other cities structure their resolutions on this matter.

5. Maintenance Issues

Maintenance Supervisor Jason Karels reported that trusses were scheduled for installation next week, weather permitting, with Monday looking favorable. He announced that Gene was taking

his CDL test the following day after completing weeks of classes. Jason also reported completing the service line inventory submission to the state, with notifications being sent to approximately 100 houses still listed as unknown or galvanized. He noted that the certification form needed to be submitted by the 19th.

5.A. Revision to Snow Policy for 2025-2026

Mayor Holmes presented the current snow policy last updated in 2022-2023, suggesting the council review it given the increased number of houses in the community. She asked councilmembers to provide any suggested changes to Jason for consideration.

6. Administrative Items

6.A. GPS Insight - Vehicle Trackers

Administrator Carrie presented a proposal for GPS trackers for city vehicles at a cost of approximately \$813 per year for three vehicles. She explained the benefits would include:

- Staff safety when working in the field
- Potential insurance cost reduction
- Ability to monitor vehicle speed and location
- Notification if vehicles exceed speed limits

Councilmember Duske suggested adding outward-facing cameras to the vehicles as well. The Council agreed to have Carrie get a quote for cameras and bring the matter back for discussion at the November meeting

6.B. Budget & Levy — Any discussion from Council

Administrator Carrie and Accountant Cierra reported the levy remained at 9% increase. They stated there was no safe wiggle room to reduce it further, noting that proper amounts had been included for engineering and subdivision ordinance updates. They emphasized these improvements were necessary and would save money in the long run, particularly on future costs. The council agreed to maintain the 9% levy increase.

6.C. December Special Session Date

Mayor Holmes noted that December 17, 2025 at 5:00 p.m. would be the last meeting of the year and all approvals would need to be made by then.

A motion was m/s/p, Jacobson/Duske, to hold special session on December 17th at 5:00 p.m. All present voted in favor. Motion carried.

6.D. City property adjacent to 109 Atlantic Ave Moved to 3.1

7. Attorney Update

City Administrator Carrie presented a memo from the city attorney regarding the ongoing dog issue. The Council discussed how to proceed with a resident who had three dogs (exceeding the two-dog limit) where one dog was claimed as an emotional support animal.

After discussion about reasonable accommodations and enforcement options, Councilmember Jacobson made a motion that the resident be allowed only two dogs, which must be on a leash or tied up when outdoors, and if found off the property without a leash or being tied up, a fence would be required. Councilmember Kittock seconded the motion. The motion passed unanimously.

8. Engineer Report

8.A. CO 5 - Approval to Remove Liquidated Damages

The Council discussed approval to remove liquidated damages from the RAM contract for the Legion Park Bathroom. This is necessary due to a delay in getting the required water permits for the Bathroom. A hard deadline of December 31, 2025, has been established.

A motion was m/s/p, Jacobson/Duske, moved to approve the removal liquidated damages. All present voted in favor. Motion carried.

8.B. CO 6 - Approval for Ceiling Change at no cost

Maintenance Supervisor Karels explained that the contractor proposed replacing sheetrock with PVC panel material, which would be easier to maintain and clean. The change would come at no additional cost.

A motion was m/s/p, Jacobson/Duske, to approve ceiling change at no additional cost. All present voted in favor. Motion carried.

9. Other Business

No other business was discussed.

10. Liquor Store Manager Interviews Starting at 6:00 p.m.

10.A. Interview Candidate #1

The Council interviewed Candidate #1, who explained her interest in the position was due to its community-focused nature and proximity to her home. She currently works for Papa Murphy's managing multiple locations.

Candidate #1 discussed her ideas for improving the struggling on-sale portion of the business:

- Coordinate with food truck vendors for special events
- Organize wine tastings and donation drives
- Create more community events beyond the current three per year
- Improve marketing, particularly on social media

She described her experience with inventory control, staff conflict resolution, and customer management. Candidate #1 noted her current salary was \$27/hour but would consider \$26/hour due to the reduced commuting costs and benefits package.

10.B. Interview Candidate #2

The Council interviewed Candidate #2, who expressed interest in taking on more responsibility than his current position offers. He has experience with alcohol inventory and customer service

from previous positions at Mystic Lake, various pizza places, and is currently a night assistant manager at Circle K. He has also taken and passed the Minnesota Servers Exam.

His ideas for improving the on-sale business included:

- Partnering with local food trucks, particularly during winter months
- Organizing events like cornhole leagues, poker nights, and dart leagues
- Improving marketing through social media and local radio
- Better inventory controls, including implementing a weighing system for liquor

Candidate #2 discussed his approach to staff conflict, inventory management, and handling difficult customers. He inquired about the salary range of \$25-30/hour and indicated he could start after giving his current employer a one-week notice.

After the interviews, the Council discussed both candidates and their qualifications. The Council preferred Candidate #2 for his liquor experience, stern demeanor, and ability to handle challenging staff and customer situations. They agreed to offer him the position at \$26.50/hour with the requirement that he reinstate his Serve Safe certification, and to conduct a performance review after six months.

A motion was m/s/p, Jacobson/Duske, approving to offer Candidate #2 as the new liquor store manager at a starting wage of \$26.50/hour with the requirement that he reinstate his Serve Safe Alcohol Certification and conducting to conduct a performance review after six months. All present voted in favor. Motion carried 5/0.

11. Adjournment

A motion was m/s/p, Kittock/Jacobson, to adjourn meeting at 7:15 p.m. All present voted in favor.



Mayor, Connie Holmes



City Administrator/Clerk, Carrie Krienke